

Commonwealth of Kentucky Department of Education

Medicaid School Based Administrative Claiming (SBAC)

Medicaid Coordinator Training

August 25-28, 2014

Agenda

1. Introductions
2. SSG Profile
3. Training Objectives
4. Medicaid School Based Program
5. KY SBAC Overview
6. RMTS Overview
7. e-SivicMACS Overview
8. System Demonstration
9. Support and Contact Information

SSG Profile

- 15-year old firm specializing in:
 - ✓ Random Moment Time Studies, Admin Claiming, Cost Settlement
 - ✓ Web-based Systems Development and Implementation
 - ✓ SPA Development and CMS Negotiations
- Provide Services in 13 States
- Service Hundreds of Schools, including large Districts
 - ✓ Over 90% of Schools in New Mexico
 - ✓ Major Medicaid Biller for Schools in Florida
 - ✓ Chicago Public Schools (3rd largest in the Nation)
 - ✓ Orange County Public Schools (10th largest in the Nation)
 - ✓ Albuquerque Public Schools (largest in New Mexico)
 - ✓ District of Columbia Public Schools (public and public charter schools)

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SSG Profile

- Service State Agencies and Counties with Large Projects
 - ✓ Ohio – 350 Time Studies and Administrative Claiming
 - ✓ Ohio – Statewide County Finance Information System
 - ✓ DC – Cost Allocation Plan and System
 - ✓ Revenue Recovery Projects for Child Welfare, TANF, Title IV-E, SSI

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Training Objectives

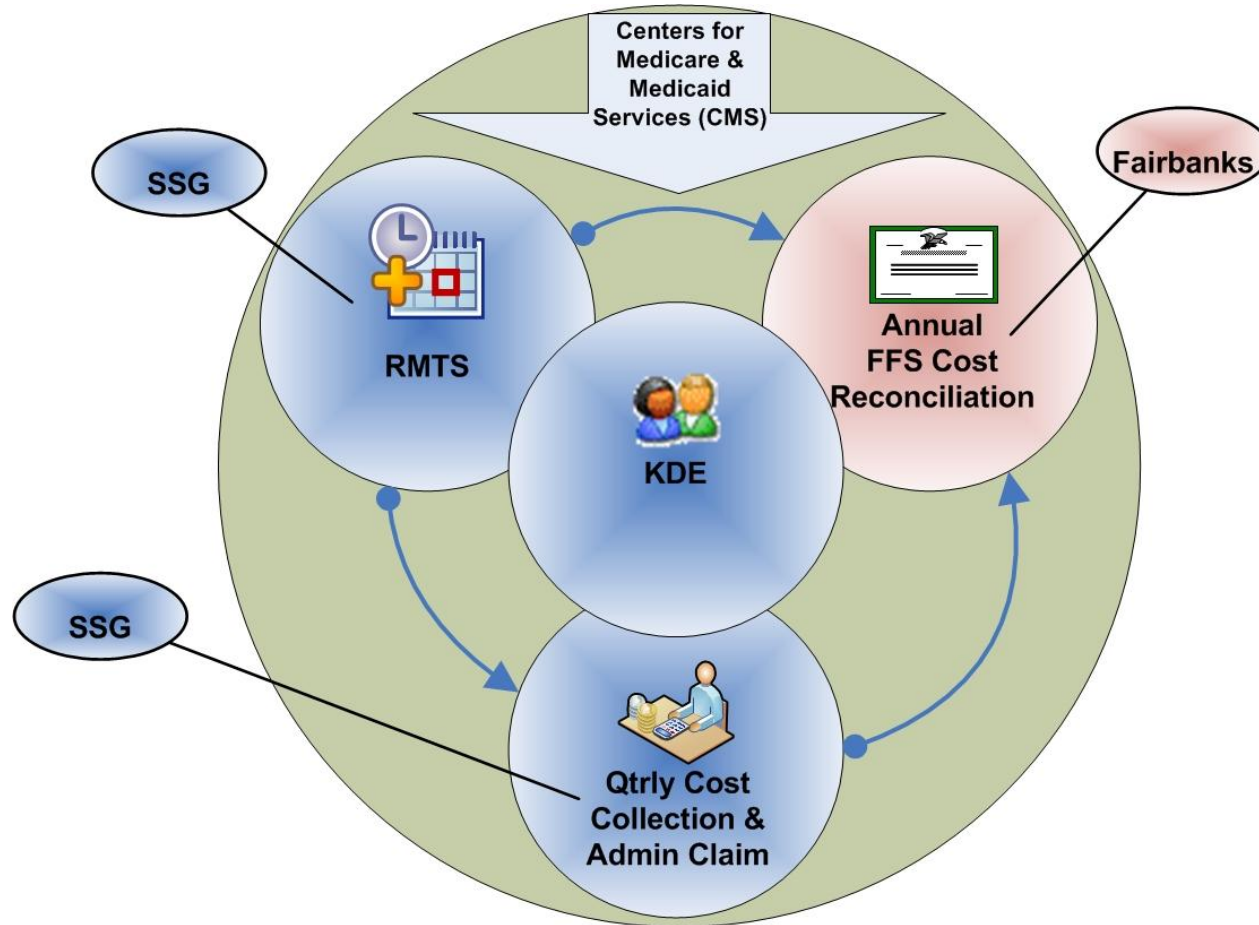
- Coordinators will be able to:
 - ✓ Understand Medicaid School Based Program and KY SBAC Program
 - ✓ Understand the importance of a Random Moment Time Study (RMTS)
 - ✓ Understand District Roles and Responsibilities
 - ✓ Demonstrate confidence in using e-SivicMACS Overview
 - ✓ Identify Help Desk contact information

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Medicaid School Based Program

Overview of KY Medicaid School Based Program



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Medicaid School Based Program

Medicaid Program

- A health coverage program that serves millions of low-income families, children, pregnant women, adults without children, seniors and people living with disabilities
- A federally regulated program jointly funded and administered by the States
- Medicaid programs must follow federal guidelines and the State Plan

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Medicaid School Based Program

Medicaid in Schools

- The Medicaid programs benefit children and adolescents, known as Early and Periodic Screening, Diagnostic and Treatment services, or EPSDT
- EPSDT provides a comprehensive array of prevention, diagnostic, and treatment services for low-income infants, children and adolescents under age 21, as specified in Section 1905(r) of the Social Security Act (the Act)
- Services provided in schools can play an important role in the health care of adolescents and children under the Individuals with Disabilities Education Act (IDEA) or through school-based and other school-centered programs

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Medicaid School Based Program

Medicaid in Schools

- School districts may access federal Medicaid funds for certain IEP services provided to school age students
- Students must be Medicaid eligible
- Must be EPSDT services and included in the State Plan
- Allowable services must be prescribed in the IEP
- Services include:
 - ✓ Periodic health screenings
 - ✓ Vision services
 - ✓ Dental services
 - ✓ Hearing services

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Medicaid School Based Program

Medicaid in Schools

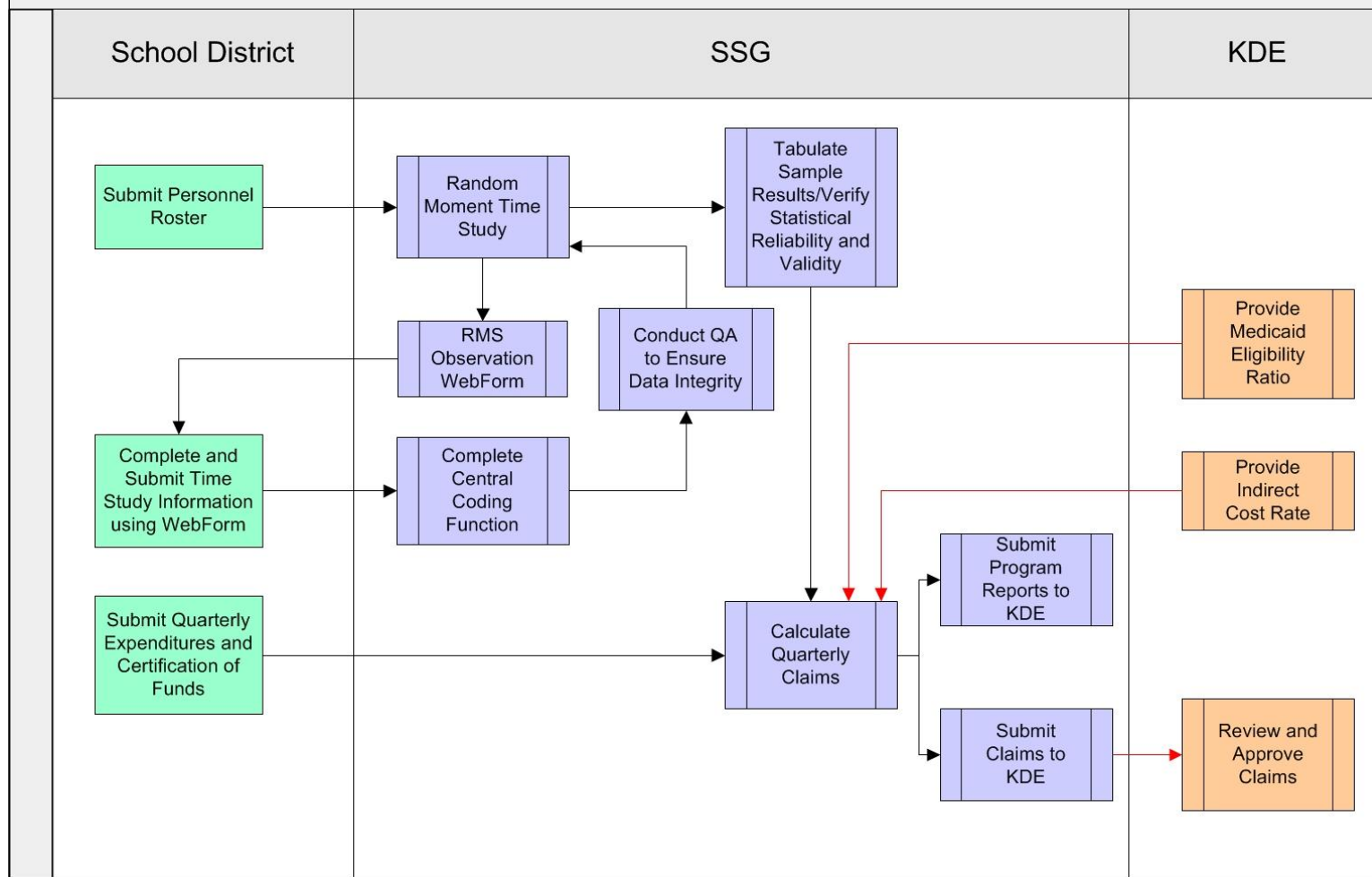
- Services provided in the school setting may include:
 - ✓ Physical therapy
 - ✓ Occupational Therapy
 - ✓ Speech, Hearing and Language Services
 - ✓ Audiology
 - ✓ Personal Care Services
 - ✓ Nursing
 - ✓ Transportation
 - ✓ Rehabilitative Services

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KY SBAC Overview

SBAC Data Collection and Claim Process



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KY SBAC Overview

KY SBAC Program Administration

- Kentucky SBAC is jointly administered by the Kentucky Department for Medicaid Services (DMS) and the Kentucky Department of Education (KDE)
 - ✓ Set program policy
 - ✓ Monitor documentation and claiming for covered services
 - ✓ Audit claiming practices
- Center for Medicare & Medicaid Services (CMS) is the Federal Agency that oversees the Medicaid program for all States, develops and monitors policy regulations and compliance

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KY SBAC Overview

Program Activities Overview

- Reimbursement of certain Medicaid program administrative costs and activities include:
 - ✓ Medicaid outreach and related training
 - ✓ Facilitating Medicaid eligibility application
 - ✓ Health-related referral activities and provider networking
 - ✓ Quality Assurance
 - ✓ Monitoring of health service delivery
 - ✓ Medical service program planning, policy development, and interagency coordination
 - ✓ Arranging for Medicaid-related transportation and provision of Medicaid-related translation

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KY SBAC Overview

Program Activities Overview

- As part of the Random Moment Time Study (RMTS) process, the SSG Central Coder determines which activities are reimbursable, based on the response text submitted by the Participant
- A few examples of Activities which are reimbursable include:
 - ✓ Providing information to individuals and families regarding the Kentucky Medicaid program and available services
 - ✓ Scheduling and/or coordinating EPSDT screens or other medical and mental health diagnostic services
 - ✓ Gathering relevant information that may be required for service referrals
 - ✓ Developing internal plans and strategies to improve health service delivery and eliminate gaps
 - ✓ Attending a parent meeting for a child that may need outside health or counseling services

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KY SBAC Overview

Who Should be on the Staff Pool List?

- All Direct Service personnel who submit claims for the Medicaid Direct Service program must be included
- All other personnel who perform Administrative Services as part of their job functions
- Any direct support personnel who, in their job description and organization chart, work directly for someone in categories above
 - Use Position Codes 99 or 100 titled “Direct Support Staff” for the respective Cost Pool
- Do NOT include persons who do not perform any work related to Medicaid Direct Service or Administrative activities
- Decision to include should be based on the individual's job duties and NOT based on their job title

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RMTS Overview

What is Random Moment Time Study (RMTS)?

- A federally-approved time recording method
- Used to determine costs
- Identifies time and effort allocated to federal programs (Medicaid)
- Necessary for the participating school districts to claim federal reimbursement
- Two Cost Pools
 - Administrative Cost Pool – AP
 - Direct Service Cost Pool – DSP

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RMTS Overview

What is Random Moment Time Study (RMTS)?

- e-SivicMACS is the SSG RMTS and Admin Claiming System
- A subset of moments (a sample) is randomly chosen from the total universe (pool) of available staff minutes
- All moments (observations) are randomly selected by the system
- RMTS is not a performance evaluation tool
- Timeliness is very important. Participants must respond within **5 school days** of their moment.
- Participants indicate exactly what they were doing at the sampled moment
- **TIMELINESS AND ACCURACY ARE KEY**



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RMTS Overview

RMTS Challenges

- Low participation
- Incomplete responses
- Inappropriate responses
- Other challenges ...

- Ultimate goal –



TIMELY AND ACCURATE RESPONSES

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RMTS Overview

Why Participate?

- Receive reimbursement for Medicaid Administrative (SBAC) and Direct Service (FFS) Costs
- Ensures the State's Program meets all federal and State regulations and guidelines
- Receive additional funds to help students
- Standardized Cost Reporting and Admin Claiming
- 85% response rate required for each participating district
- GOAL IS 100% RESPONSE RATE

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RMTS Overview

District Roles and Responsibilities

- Medicaid Coordinator
 - ✓ Submit Calendars and Work Schedules using Excel template
 - ✓ Maintain Participant Data
 - ✓ On-going Monitoring and follow-up on Response Rates
- RMTS Participant
 - ✓ Submit Complete RMTS Responses on a timely basis
- Finance Officer
 - ✓ Use District Dashboard
 - ✓ Submit Salary and Benefit Data
 - ✓ Submit Other Costs
 - ✓ Review, QA and Submit Administrative Claim
 - ✓ Submit Certification of Expenditure Form

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e-SivicMACS Overview

- System Setup and Configuration
 - ✓ Configure to meet KY SBAC Program Compliance – SSG
 - ✓ Approval by State – KDE, DMS
 - ✓ Load Active Districts, Schools, Users – SSG
- Calendars, Work Schedules
 - ✓ Load Calendars submitted by Districts – SSG
 - ✓ Load Work Schedules submitted by Districts – SSG
- RMTS Data
 - ✓ Maintain Participant Data – Districts
 - ✓ Generate and Approve Sample – SSG
 - ✓ Monitor Responses – Districts, SSG, KDE
 - ✓ Receive responses and request clarifications – SSG
 - ✓ Maintain audit trail for every transaction – e-SivicMACS System

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e-SivicMACS Overview

- Observation Timeline
 - ✓ Each notification is sent in a separate e-mail and must be responded to individually
 - ✓ Pre-notifications sent 5 school days and 1 school day before moment
 - ✓ Notification 0-5 minutes before the moment
 - ✓ 1st Reminder sent 1 school day after moment; copy sent to Coordinator
 - ✓ 2nd Reminder sent 2 school days after the moment; copy sent to Coordinator and Administrator/Principal
 - ✓ Observation automatically expires after 5 school days

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e-SivicMACS Overview

- Central Coding and QA Process
 - ✓ Code responses – SSG
 - ✓ Review and QA RMTS responses – SSG
 - ✓ Second QA of RMTS responses – KDE
 - ✓ Finalize and close sample – SSG

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Medicaid Coordinator Functions

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Coordinator Functions

- Submit Calendars and Work Schedules using Excel templates
- Maintain Participant Data
- Certify Participant Data
- Provide on-going monitoring and follow-up on Response Rates

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Coordinator Functions

Calendars and Work Schedules

■ Calendars

- ✓ Use Calendar Template posted on KDE Medicaid Portal
- ✓ District Calendars include the period September 1 to June 30
- ✓ Only include staff non-working days as Holidays
- ✓ Staff development days, etc., when staff are working and students are not at school, are considered working days (NOT Holidays). Staff will receive observation moments during these days.
- ✓ At the end of the school year, all non-working days through June 30 must be marked as Holidays on the calendar template.
 - For example, if the last workday is May 28 each day from May 29 to June 30 must be included in the Calendar template as a holiday

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Coordinator Functions

Calendars and Work Schedules

- Work Schedules

- ✓ Use Work Schedule Template posted on KDE Medicaid Portal
- ✓ Use the latest start time and the earliest end time based on all schools in the District
- ✓ Complete the Template for each day of the week
- ✓ Nomenclature used for Work Schedule Code is M-F 8:00am-3:30pm
- ✓ Any Work Schedule codes created incorrectly will be corrected during the SSG QA process and the correct code will be communicated back to the Coordinators
- ✓ Correct Work Schedule Code is required during the Participant Data upload
- ✓ Online system Report is available to review the valid codes in the system

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Coordinator Functions

Maintain Participant Data

- Two Methods
 - ✓ 1. On-line Screen – “Maintain Participant”
 - ✓ 2. Excel Download and Upload function
- NOT required to wait until end of Quarter to make changes to participant data
- Participant information can be modified as changes occur throughout the Quarter (e.g., name change)
- Certain other changes that occur after the Sample has been created for the Quarter are only effective for the next Quarter (e.g., new employee – not replacement)

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Coordinator Functions

Certify Participant Data

- After the additions, deletions and changes to the Participant Data, the Coordinator certifies that the data is accurate
- If any corrections are necessary after the data is certified and before the RMTS sample is created, contact SSG Help Desk
- Minimal corrections, like name, e-mail, and phone. can be made to the sample participant data after the sample is created

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Coordinator Functions

Monitoring and Follow-up on Responses

- Monitor real-time using system reports
- Assist SSG Help Desk staff who need clarification on RMTS responses and are unable to reach Participants
- Review weekly compliance reports, by District, distributed by SSG
- Contact SSG Help Desk for the following:
 - ✓ Unscheduled school closings
 - ✓ Vacant positions (temporary or permanent) that occur within the quarter
 - ✓ Any questions related to RMTS
- Update changes to e-mail, name, participant/employee ID for the active Sample using “Maintain Sample Participant”

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Coordinator Functions

Frequently Used Reports

- Participant Reports – Current Participant List (RR200)
- Control List Reports – By Date, Region, etc. (RR300 series reports)
- Response Reports – Response Summary by Date (RR442)
- Response Reports – No Response (RR440)
- Response Reports – Sample Detail (RR401)
- State Reports – Response Summary, Region Level (RR553)

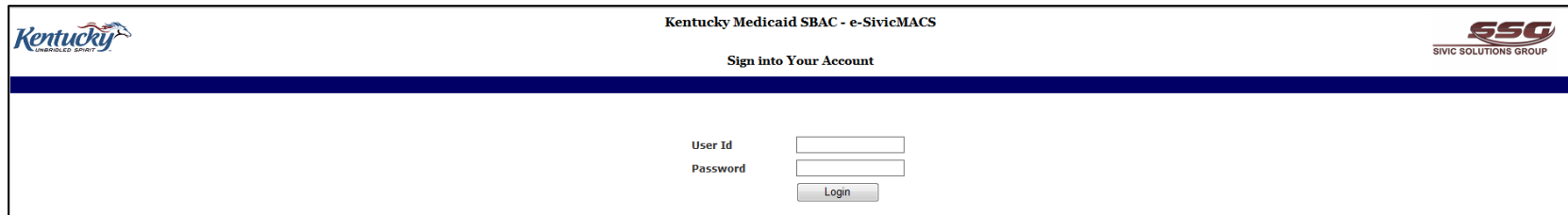
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Coordinator Functions

District SBAC Coordinator

- e-SivicMACS web address: kysbac.ssghosting.com
- Enter User ID provided – First initial of first name + Last name
- Enter Password provided
- Change Password after Login



Kentucky Medicaid SBAC - e-SivicMACS

Sign into Your Account

User Id

Password

Login

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Coordinator Functions

Maintain Participant

Participant Data Admin Claim
 Maintain Participant Data Period
Maintain Participant
 Upload File
 Approve Upload Files

Master Data Sample Data Participant Data Admin Claim Cost Settlement Reports

Region 005 - Allen County

Cost Pool

Status

Advanced Search Search

Region Code	Participant Id	Participant Name
005	AJudd	Judd, Ashley
005	ARupp	Rupp, Adolph

Page: 1

Region * 005 - Allen County

DSP - Direct Service Personnel

AJudd

Judd

Ashley

Middle Name

Suffix

-- not applicable --

Phone Extension

Fax

Email * ashley.judd@ksb.kyschools.us

Contact 1 Email * brad.pitt@ksb.kyschools.us

Contact 2 Email brad.pitt@ksb.kyschools.us

-- not applicable --

Location 010 - Allen County Primary Center

-- not applicable --

Position 47 - Licensed Occupational Therapist

Work Schedule * M-F 7:50AM-2:55PM - Monday thru Friday 7:50AM-2:55PM

Status Active

Add Edit Deactivate Save Cancel

1. Select Participant

2. Click Add, Edit, or Deactivate

3. Make changes and Save

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Coordinator Functions

Maintain Participant – Upload File

Participant Data	Admin Claim
Maintain Participant Data Period	
Maintain Participant	
Upload File	
Approve Upload Files	
Certify Participant Data	
Maintain Sample Participant	
Maintain Supervisor	

Upload Participant Data

Select the Region(s)

Region	Name
<input checked="" type="checkbox"/> 005	Allen County

1. Select Region(s)/District(s)

Upload

File Name

2. Upload Excel file

Search

File Name	Status	Upload Date Time
No Record(s) Found		

3. Approve uploaded file

Kentucky UNBRIDLED SPIRIT

Master Data

Sample Period

File Status

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Coordinator Functions

Certify Participant Data

Participant Data	Admin Claim
Maintain Participant Data Period	
Maintain Participant	
Upload File	
Approve Upload Files	
Certify Participant Data	
Maintain Sample Participant	

Security	Master Data	Sample Data	Participant Data	Admin Claim	Cost Settlement	Reports
<div><div>Sample Period</div><div>2015Q2 - October - December 2014</div><div>Region</div><div>005 - Allen County</div></div> <div><div><input checked="" type="checkbox"/> I certify that the participant data is accurate as per the guidelines provided in Medicaid SBAC Guide and understand that this will be my district's final staff pool list used for the above sample period.</div></div> <div><div>Confirm</div><div>Cancel</div></div>						

1. Select Sample Period

2. Check Certification Box

3. Click on Confirm

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Coordinator Functions

Maintain Sample Participant

Participant Data	Admin Claim
Maintain Participant Data Period	
Maintain Participant	
Upload File	
Approve Upload Files	
Certify Participant Data	
Maintain Sample Participant	
Maintain Supervisor	

Note: After a sample has been generated and approved, use this screen to update participant data. The **ONLY** fields that can be updated for a Active sample are: Name, Phone # and e-mail.

Sample

2014Q3-DSP - 2014 Quater 3 (Jul-Sep) - DSP

Region

--All--

Cost Pool

--All--

Advanced Search

Region Code	Participant Id	Participant Name
<input checked="" type="radio"/> 602	RRedford	Redford, Robert
<input type="radio"/> 602	KRussell	Russell, Kurt
<input type="radio"/> 602	WSmith	Smith, Will
<input type="radio"/> 602	HStern	Stern, Howard
<input type="radio"/> 602	JTravolta	Travolta, John

Page:

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Region *

602 - Kentucky School For The Blind

Cost Pool *

DSP - Direct Service Personnel

Participant ID *

RRedford

First Name *

Redford

Last Name *

Robert

Middle Name

Suffix

--not applicable--

Phone

Extension

Fax

Email *

robert.redford@ksb.kyschools.us

Contact 1 Email *

chris.iones@ksd.kvschools.us

Contact 2 Email

chris

--not applicable--

--Se

Location

176

--not applicable--

Position

55 - Registered Nurse (RN)/Advanced Regis

Work Schedule

M-F 07:00AM-04:30PM - Monday thru Friday

☐ Check to Update Main Participant

Edit

Save

Cancel

1. Select Participant

2. Click Edit and make changes

3. Check to update Master file for future quarters

4. Click Save or Cancel

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Coordinator Functions

Reports

Reports generated in real time

Report access is based on user roles

View reports on the screen, as PDF, or exported to Microsoft Excel

Reports

- [Master Reports](#)
- [Region Master Reports](#)
- [Participant Reports](#)
- [Control List Reports](#)
- [Response Reports](#)
- [Statistical Reports](#)
- [Allocation/Fund Reports](#)
- [State Reports](#)

Kentucky Medicaid SBAC - e-SivicMACS
Kentucky State
Reports --> Control List Reports

Master Data	Sample Data	Participant Data	Admin Claim	Cost Settlement	Reports
-------------	-------------	------------------	-------------	-----------------	---------

Sample *
Moment From Date
Region
Division *

2014-15 Q1-AP - 2014-2015 Q1 Sample-AP

(mm/dd/yyyy)

005 - Allen County

--All--

Moment To Date

View Report

View Report in Excel

Kentucky Medicaid SBAC - e-SivicMACS
Kentucky State
Reports --> Control List Reports

Master Data	Sample Data	Participant Data	Admin Claim	Cost Settlement	Reports
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[View](#) PDF

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Coordinator Functions

Data Templates & Submission Timelines

- **Calendar and Work Schedule Data**
 - ✓ Templates available on KDE Medicaid Portal – August 4th
 - ✓ Deadline for Submission to SSG – August 15th
 - ✓ Submission Method – e-mail to kysupport@sivicsolutionsgroup.com
- **Participant Data**
 - ✓ SSG Template available on KDE Medicaid Portal – August 11th
 - ✓ Transfer Data from current template to SSG template – August 11th – September 12th
 - ✓ Submission Method – e-SivicMACS Upload Process after Login
 - ✓ e-SivicMACS Available for Data Upload – August 25th
 - ✓ Deadline for Submission to e-SivicMACS – September 12th

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RMTS Participant Functions

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RMTS Participant Functions

e-mail Notification

- Within 5 minutes of the observation time, Participant will receive an e-mail with the following information:
 - ✓ The sample moment date and time
 - ✓ Participant/Employee ID
 - ✓ Instructions on accessing and completing the observation form
 - ✓ A hyperlink to the e-SivicMACS observation form
 - ✓ Contact information for questions or concerns

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RMTS Participant Functions

Completing Observation Form

- e-mail Link directs the Participant to the Login screen
- Enter Participant/Employee ID
- Review each Training screen carefully and click “Next” until Observation Form is displayed
- Complete following fields SPECIFIC to the Moment Date/Time
 - ✓ Were you working during sampled moment? – Yes/No
 - ✓ Who was with you? – student, other professionals, etc.
 - ✓ What were you doing? – be specific
 - ✓ Why were you performing the activity? – indicate if part of student’s IEP, etc.
 - ✓ Is this activity regarding a Special Education Student? – Yes/No
 - ✓ Is the service you provided a part of student’s IEP? – Yes/No
- Click “Save and Exit”

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RMTS Participant Functions

Participant e-mail

The Participant will receive an email with a message similar to the one below

From: demoerms@sivicsolutions.com
Sent: Monday, June 10, 2013 2:56 PM
To: ldamon@demo.com
Subject: Immediate Response Needed - Random Moment Survey

Hello Lindsay Damon:

You were selected for random moment sampling at 2:53 PM (EST) on Monday, June 10, 2013.

Employee ID: LDAMON

CLICK ON THIS LINK TO RESPOND TO YOUR MOMENT

[Observation Link](#)

**1. Message includes
Employee/Participant ID**

2. Click on link



- 1) To access your random moment, click on the "Observation Link" above.
- 2) On the initial sign-on screen enter your employee ID, which is provided above.
- 3) After the random moment is displayed, please select the applicable school from the drop down menu.
- 4) For all sample moments, you must provide comments in sufficient detail to document your activity.
- 5) Click Save and Exit to complete your random moment.

Completion of the random moment is MANDATORY. The form must be completed, even if you were not working during your selected moment.

If you have any questions or difficulty in completing your random moment, please contact your RMTS Coordinator immediately by telephone or email.

Do not respond to this email, but call or email the RMTS Coordinator.

Thank you,
RMTS Coordinator

	Kentucky Medicaid SBAC - e-SivicMACS Sign into Your Account	
<div>Employee ID <input type="text"/></div> <div><input type="button" value="Login"/></div>		



**3. Enter Employee/Participant ID
Click "Login"**

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RMTS Participant Functions

Participant Training Screen (1)

	Kentucky Medicaid SBAC - e-SivicMACS Observation Instructions	
Program Overview		
<p>This time study is required by the Federal government in order for your school district to determine how much time is spent doing administrative and outreach activities as well as direct services. <u>Your participation is mandatory, but will only take a few minutes of your time</u></p>		
What is the School-Based Services Program:		
<p>The School setting offers unique advantages and opportunities to reach children and families to inform and encourage them to enroll in Medicaid Program, as well as to provide assistance to students in accessing medical services. Most children attend schools, and since most parents consider schools a trust conduit for important information, schools are a critical link to reach uninsured children who may qualify for Medicaid Services. Public schools in Kentucky provide physical health, mental health, and substance abuse care services. Coordination and follow-up activities are provided when screenings and evaluations identify a specific need of the student. Federal statute and regulations allow for reimbursement by Medicaid to certain governmental entities that provide Medicaid-related outreach services</p>		
<div>Previous Next Exit</div>		


1. Read, Understand and Click “Next”




RMTS Participant Functions



Participant Training Screen (2)



Kentucky Medicaid SBAC - e-SivicMACS
Observation Instructions



What is Random Moment Time Study (RMTS)?

The Random Moment Time Study (RMTS) process is a federally approved technique of polling a statistically valid sampling of randomly selected participants. The RMTS method measures the work effort of the entire group of approved participants involved in the schools Medicaid and health-related services programs by sampling and analyzing the work efforts of a randomly selected cross-section of the group. A computer program chooses each moment randomly from the total working hours of all the school days of the entire quarter and assigns the selected moment to an eligible participant. Notification of the chosen moment will go out to the chosen participant one week prior to the selection of time. After "living" the moment, participants will document their activity in a narrative format.


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1. Read, Understand and Click "Next"


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RMTS Participant Functions

Participant Training Screen (3)



Kentucky Medicaid SBAC - e-SivicMACS
Observation Instructions



What is my role in the RMTS?:

In the Random Moment Time Study process, moments of the time are selected throughout the entire quarter, and are randomly assigned to district staff for completion.

As a district staff person who potentially performs reimbursable outreach activities or direct service activities, your role in the time study process is to document the activity you were performing at the specific moment in time selected during our work day. You will document your activity by answering five questions.

Who was with you?

What were you doing?

Why were you doing this activity?

Is this activity regarding a Special Education student?

Is the service you provided part of the child's IEP?

Each time you are selected, you will receive an RMTS notification that identifies one moment for which you will need to document your activity. There is a possibility that you may be selected for multiple moments within a quarter. It is essential that you follow these instructions completely.

In the Random Moment Time Study process, moments of time are selected throughout the entire quarter, and are randomly assigned to district staff for completion.

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RMTS Participant Functions



Participant Training Screen (4)



Kentucky Medicaid SBAC - e-SivMACS
Observation Instructions



Examples of Random Moments for the Direct Service Cost Pool:

1) Who was with you?
A student

2) What were you doing?
Giving physician prescribed medication

3) Why were you doing this activity?
Required by the student's IEP (health related)

1) Who was with you?
School Staff

2) What were you doing?
Developing internal plans and strategies to improve health services delivery and eliminate gaps

3) Why were you doing this activity?
Required by the students IEP and treatment facility as an educational component

1) Who was with you?
School Staff and a consultant

2) What were you doing?
Discussing a health related observation on a special education student

3) Why were you doing this activity?
To gain information on programming for a special education student

1) Who was with you?
A small group of students

2) What were you doing?
Meeting students for direct therapy

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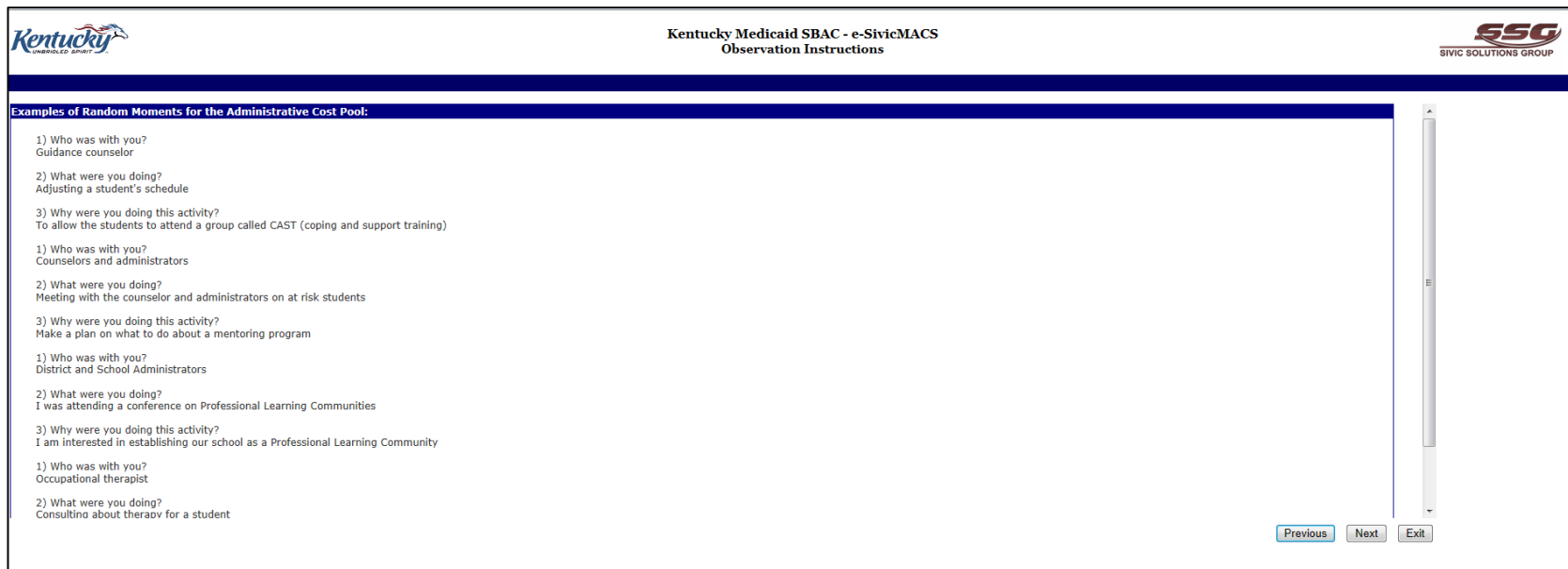
Exit

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RMTS Participant Functions

Participant Training Screen(5)



Kentucky
UNBRIDLED SPIRIT

Kentucky Medicaid SBAC - e-SivieMACS
Observation Instructions

SSG
CIVIC SOLUTIONS GROUP

Examples of Random Moments for the Administrative Cost Pool:

- 1) Who was with you?
Guidance counselor
- 2) What were you doing?
Adjusting a student's schedule
- 3) Why were you doing this activity?
To allow the students to attend a group called CAST (coping and support training)
- 1) Who was with you?
Counselors and administrators
- 2) What were you doing?
Meeting with the counselor and administrators on at risk students
- 3) Why were you doing this activity?
Make a plan on what to do about a mentoring program
- 1) Who was with you?
District and School Administrators
- 2) What were you doing?
I was attending a conference on Professional Learning Communities
- 3) Why were you doing this activity?
I am interested in establishing our school as a Professional Learning Community
- 1) Who was with you?
Occupational therapist
- 2) What were you doing?
Consulting about therapy for a student

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RMTS Participant Functions



Participant Training Screen (6)



Kentucky Medicaid SBAC - e-SivicMACS
Observation Instructions



Instructions:

1. Your selected time study moment is pre-determined. Do not answer the activity questions for any time other than your selected moment.
2. Answer the activity questions with enough detail about your activity so that if yo are asked about your assigned moment during a possible audit, you are able to easily recall the activity you were doing without revealing student information
3. Be sure to click on the box which states that **"By submitting this information, I attest that I have read the materials on this site and certify that I understand the purpose of the administrative claiming program, my role in the program, and how to accurately complete the Random Moment Time Study."** If you do not select this box, the submit button will not populate and your moment will not be submitted
4. If you have any questions about completing this process, please contact SSG at (877)-916-3222


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1. Read, Understand and Click "Next"


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RMTS Participant Functions

Participant Observation Form



Kentucky Medicaid SBAC - e-SivicMACS
Observation Form



Sample 2014-2015 Q1 Sample-AP
[Instructions](#)

Participant Name Manziel, Johnny

Region Jefferson County Public Schools

Moment 7/14/2014 9:03:00 AM

Observation Type Electronic

Observation ID 1734

Were you working during sampled moment? *

Who was with you? *

What were you doing? Please be as specific as possible *

Why were you performing this activity? *

Is this activity regarding a Special Education student? ("Unknown" is not applicable when delivering direct medical service at the time of moment) *

Is the service you provided part of child's IEP *

By submitting this information, I attest that I have read the materials on this site and certify that I understand the purpose of the Medicaid Administrative Claiming program, my role in the program, and how to accurately complete the Random Moment Time Study

Yes, I was working

test1

test1

test

Yes

No

1. Complete all fields

2. Save and Exit system

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RMTS Participant Functions

Things to Remember

- Corrections can be made (within 5 school days of the moment) by clicking the Observation Link in the original e-mail
- The moment expires and is locked after 5 school days and can no longer be accessed or updated
- A reminder e-mail is sent after 1 school day if a response has not been received; copy sent to the Coordinator
- A 2nd reminder e-mail is sent after 2 school days if a response has not been received; copies sent to the Coordinator and Administrator/Principal

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e-SivicMACS System Demonstration

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Contact Information

- **Live Support: 8am – 5pm eastern time**
- **By Phone:**
 - ✓ Toll Free: 1-877-916-3222
- **By e-mail:**
 - ✓ kysupport@sivicsolutionsgroup.com

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Questions



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